

**Protecting Historic Properties and Cultural  
Traditions on Indian Lands**

**Fiscal Year 2004 Historic Preservation Fund Grants to Indian Tribes,  
Alaskan Natives, and Native Hawaiian Organizations**

**Grant Program Guidelines and Application Form**



**Tribal Preservation Program  
Heritage Preservation Services  
National Park Service**

**Overnight Delivery Address  
1201 Eye Street, NW, 6<sup>th</sup> Floor  
Washington, D.C. 20005**

Electronic versions of the application and guidelines may be found at our web site:  
<http://www2.cr.nps.gov/tribal/index.htm>

## I. Announcement

The National Park Service invites you to submit an application for Fiscal Year 2004 Historic Preservation Fund Grants to Indian Tribes, Alaskan Natives, and Native Hawaiian Organizations. Grants are awarded to assist Federally recognized tribes in preserving and protecting their significant cultural and historic resources. The long-term goal is to assist tribes in building sustainable Preservation Programs.

**READ ALL INSTRUCTIONS CAREFULLY BEFORE FILLING OUT THE APPLICATION, IN PARTICULAR, CATEGORY 1.A. SURVEY AND INVENTORY and CATEGORY 5. ORAL HISTORY AND DOCUMENTING CULTURAL TRADITIONS. IF YOU HAVE ANY QUESTIONS, PLEASE E-MAIL THEM TO [tribalgrant2001@nps.gov](mailto:tribalgrant2001@nps.gov) (the e-mail address remains the same as last year) or TELEPHONE (202) 354-2068.**

**The 2004 grant application must be received by 5 PM Eastern Standard Time,  
WEDNESDAY, MARCH 17, 2004.**

**Who May Apply?** Grants are awarded to Federally recognized Indian tribes, Alaskan Native groups, and Native Hawaiian organizations defined as eligible applicants under the National Historic Preservation Act (16 U.S.C. 470w):

An Indian tribe means an Indian tribe, band, nation, or other organized group or community, including a Native Village, Regional Corporation or Village Corporation, as those terms are defined in Section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

A Native Hawaiian organization means any organization which serves and represents the interests of Native Hawaiians; has as a primary and stated purpose the provision of services to Native Hawaiians; and has demonstrated expertise in aspects of historic preservation that are culturally significant to Native Hawaiians. The term includes, but is not limited to, the Office of Hawaiian Affairs of the State of Hawaii and Hui Malama I Na Kapuna O Hawaii Nei, an organization incorporated under the laws of the State of Hawaii.

**Funding Levels.** The maximum grant award is \$40,000 for all grants except for Category 2.B; the minimum is \$5,000.

## II. What We Fund

Grants will be awarded in the following five categories, which are discussed in greater detail below. Note that categories 1 and 2 contain two sub-categories. You should place your proposal in one of them (for example, either in 1.A. or 1.B. if you are doing a survey) on the Application Form.

**Applications for projects that attempt to cover several grant categories have no chance of being funded. If you have more than one project, submit separate applications for each project.**

Please give the project a descriptive title of not more than 10 words that clearly identifies what your project will accomplish.

### Grant Categories

1. Locating and Identifying Cultural Resources
  - A A. Survey and Inventory of Historic or Significant Places
  - B B. Survey of Traditional Skills and Information
1. Preserving a Historic Property listed on the National Register
  - A. Project Planning (Plans and Specifications for Preserving a Specific Structure or Site)
  - B. Repair Work to Preserve a Specific Historic Structure or Site
2. Comprehensive Preservation Planning
3. Oral History and Documenting Cultural Traditions
4. Education and Training for Building a Historic Preservation Program

## 1. Locating and Identifying Cultural Resources

**A. Survey and Inventory of Historic or Significant Places.** A first step toward protecting and preserving significant historic and traditional places is locating and identifying them through a systematic and comprehensive survey. The results of the survey can provide the basis for making sound judgments concerning projects such as roads or logging that may damage or threaten places important to the tribe. Eligible projects in this category might include a survey of an area to identify archeological, ethnographic, and historic resources and/or evaluate properties that may be eligible for listing on a tribal register or the National Register of Historic Places. Surveys must follow the Secretary of the Interior's Standards and Guidelines for Identification. The Standards and Guidelines for Identification can be found at -- [http://www.cr.nps.gov/local-law/arch\\_stnds\\_2.htm](http://www.cr.nps.gov/local-law/arch_stnds_2.htm). In addition, a survey must be conducted, supervised, reviewed, or verified by a person(s) from the appropriate discipline who meets the Secretary of Interior's Professional Qualification Standards. For example, an archeologist is needed for an archeological survey project while a traditional cultural authority, recognized by the tribe, is needed for a survey of traditional cultural properties. The Professional Qualification Standards can be found at -- [http://www.cr.nps.gov/local-law/arch\\_stnds\\_9.htm](http://www.cr.nps.gov/local-law/arch_stnds_9.htm).

Questions to address when preparing your proposal are: What types of places are you interested in identifying – buildings, archeological properties or traditional cultural places? Where are the sites? Who owns the land and will you have access to it? Have you or anyone done any preliminary research yet, and if so, what information already exists on the subject? How will the information be collected and used? Who will conduct or supervise the survey and do they meet the professional qualifications standards? Who will provide information about the cultural or historical importance of these places? Does a standard survey form already exist? What types of questions and information will be on your survey form(s)?

What kind of outside help, if any, will you need? How will you manage the information gathered? Who will have access to the information and how will sensitive information be safeguarded? Will the information be integrated into a computerized database inventory or GIS (Geographic Information System) platform? Who will do this work? How will the survey data assist the tribe in making decisions?

What will be the final product? Will you be preparing and submitting a nomination of a property to list it on the National Register of Historic Places or on a Tribal Register? (Note: preparation of nominations is not required, but it is an eligible cost for tribal grants.)

**B. Survey of Traditional Skills and Information.** Another kind of survey project is determining your community's cultural needs by identifying the available individuals in the community who can assist in the preservation, protection, and transmission of skills and traditions between generations. This can be accomplished through cultural needs assessments, ethno-botanical projects, and survey of traditional skills. You should reach out and contact as many tribal members as possible in an effort to identify members who might possess significant knowledge or skills that should be preserved. **Please do not confuse this kind of survey with doing an oral history project. The purpose of projects under this category is simply to identify tribal traditions/skills and who possesses the knowledge of those tribal traditions/skills. Once this information is collected, the tribe may decide later to pursue an oral history and documentation project.**

Questions to address when developing your proposal are: Has a cultural needs assessment been conducted in your tribe? What skills and resources are available in your community such as pottery makers, weavers, storytellers, or canoe makers? Are there other groups or tribal departments working on cultural projects? Will your community support a traditional skills survey--are tribal members interested in pursuing this project? Do you have an archive or inventory to preserve this important information? Can these efforts be integrated into a comprehensive cultural preservation program? How would you use the results of your cultural needs assessment to develop a cultural preservation program?

## 2. Preserving a Historic Property listed on the National Register of Historic Places

**A. Project Planning (Plans for Preserving a Specific Structure or Site).** HPF tribal grant funds may be used to research and plan for the physical preservation of a historic or cultural property that is either listed on, or determined eligible for the National Register of Historic Places, or is a National Historic Landmark (NHL). This sub-category provides the opportunity to undertake project planning activities including building condition assessments, plans and specifications for repairing a building or for the stabilization of an archeological site, and historic structure reports to preserve a particular historic building. Such project plans and condition assessments can also be very helpful in raising funds to repair a particular building.

A necessary step in deciding how to repair a building and help prioritize future work is to conduct the historical, architectural, and/or archeological research necessary to properly document the historic significance and the existing physical condition of the materials and features of a property or site.

Predevelopment Studies. Historic Structure Reports, Engineering Reports, Historic Landscape Studies, and Archeological Documentation Reports must present an assessment of the potential impacts of the proposed work on the resources. These documents also must clearly illustrate how the work will be carried out in conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* ([www2.cr.nps.gov/tps/standguide/index.](http://www2.cr.nps.gov/tps/standguide/index.)) and with other accepted professional standards or technical guidance, such as the *Secretary of the Interior's Archeological Documentation Standards* ([www2.cr.nps.gov/local-law/arch\\_stnds\\_7](http://www2.cr.nps.gov/local-law/arch_stnds_7)). These reports define the project so that all aspects of the future preservation work can be understood by reviewers familiar with the applicable *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Working Drawings/Architectural Plans and Specifications. These documents detail the exact scope of repair work to be carried out, and must be accurately drawn to scale so that measurements can be verified at the project site. Plans and specifications must define the project so that all aspects of work can be understood by reviewers familiar with the applicable *Secretary of the Interior's Standards for the Treatment of Historic Properties*, and must comply with those Treatment Standards. Grant proposals for this sub-category need to indicate that the applicant will secure the services of professional staff or consultants (see professional qualifications standards at [http://www.cr.nps.gov/local-law/arch\\_stnds\\_9.htm](http://www.cr.nps.gov/local-law/arch_stnds_9.htm)) with past experience in producing predevelopment documents that met the Secretary's Treatment Standards.

**B. Repair Work to Preserve a Specific Historic Structure or Site.** Fiscal Year 2004 HPF tribal grant funds may also be used to repair a National Historic Landmark (NHL) or a property listed in the National Register of Historic Places. The maximum request is \$60,000. Sub-category B is more restrictive than sub-category A. Only historic structures or sites listed in the National Register of Historic Places or NHLs will receive consideration. A historic structure or site determined eligible for listing, but not already listed in the National Register of Historic Places will not be considered. If you apply for funding in this sub-category, you must briefly discuss the significance of the resource (indicate the date when the structure or site was listed on the National Register of Historic Places), its current condition, and the proposed preservation work that will be done with grant assistance. In order to receive an HPF grant to repair a National Register listed property: (1) grantees must competitively select consultants having adequate preservation experience; (2) grantees must submit Plans and Specifications to NPS for approval; repair work must be performed in conformance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*; (3) the State Historic Preservation Officer, or a Tribal Preservation Officer for a tribe that has assumed review and compliance responsibilities for Section 106, must review and concur in writing that the proposed grant-assisted work will not have an adverse effect upon the property (this review is required by Section 106 of the National Historic Preservation Act and the regulations issued in 36 CFR 800 by the Advisory Council for Historic Preservation); (4) a sign, acknowledging NPS assistance, must be erected at the site during the project; and (5) the tribe must certify that it will maintain the property that receives the grant for at least 5 years if the grant award is \$25,000 or less, or for at least 10 years if the award is over \$25,000.

Your application for a grant to repair a historic structure should describe how the building would be used after it is repaired. Is this application for a phase of a larger repair project? You must enclose the architectural plans and specifications with your repair grant application. If you have already competitively selected a preservation architect to oversee the work to be performed, then enclose the resume of that architect or contractor. Two or more 5" by 7" photographs that show the current condition of the structure to be repaired, and a construction budget outlining the work to be done with grant funds must accompany a repair grant application. For examples of a construction budget, contact Bob Ruff of the National Park Service at 202-354-2068.

For Category 2, NPS' highest priority is to provide grant assistance to help preserve tribally owned buildings or to stabilize and protect archaeological sites. Costs of installing a protective fence, alarm or surveillance devices, or stone riprap to prevent erosion of an archaeological site are eligible grant costs. If you are applying for a grant to repair a structure owned by the Bureau of Indian Affairs, provide (1) a brief discussion of the status of the Tribe's ownership or use of the building, and (2) enclose a letter from the BIA indicating its support and cooperation.

3. **Comprehensive and Land-Use Preservation Planning.** Once a tribe has identified important historic, cultural and traditional places and resources, whether on or off the reservation, the next step is planning for the protection, preservation, and management of these resources. The development of comprehensive preservation plans, tribal historic preservation ordinances, executing easements, land swaps, and facilitating the transfer of development rights are all eligible projects under this category. Both preservation plans and ordinances lead to a systematic approach for making informed decisions about resource protection and management. Land-use planning and protection techniques can be effective tools that significantly strengthen a tribe's ability to protect important historic and cultural places. NOTE: THIS CATEGORY DOES NOT COVER THE "PLAN" REQUIRED BY THE NATIONAL HISTORIC PRESERVATION ACT TO BECOME A TRIBAL HISTORIC PRESERVATION OFFICE.
4. **Oral History and Documenting Cultural Traditions.** Documenting cultural traditions and skills is one way tribes can preserve and transmit their culture to future generations. Eligible projects include the documentation and teaching of traditional practices, skills, lifeways, stories, songs, and dances. Interviewing elders to collect traditional stories, songs, skills, lifeways, knowledge, wisdom, and values are also eligible activities under this grant category. Oral history projects promote the use of native language, document oral traditions, and promote cultural transmission.

If the tribe already possesses an extensive archive of materials, the indexing, cataloguing, and duplicating of oral history and language tapes (audio or video), photographs, and other historical documents are also eligible projects.

**Oral History and Documentation projects must fully address the following issues in the proposal's narrative. Each year competition for Oral History and Documentation grants is intense, because we receive more proposals in this category than for any other category. Consequently, proposals that do not address all of these issues are not likely to be funded. Each year, reviewers have found that many oral history and documentation project proposals are not well researched, nor properly planned, and consequently not selected for funding. More specifically, many proposals do not adequately define the subject matter of the oral histories, or provide enough information to determine if project personnel are experienced/qualified to complete the project.**

- **What and/or who are being documented and what is the final product.** Explain in detail what the tribe wants to document, protect, and preserve with particular attention to its traditional and present importance to the tribe and its connection to place. Identify who will be interviewed, and how and why they were selected. Identify the final product(s) (edited video, audiocassettes, audio compact disc, etc.) and their use (e.g., video to be used at the elementary education level as an instructional aid in teaching tribal history).

Your proposal should provide adequate background information and a context for the project (i.e., what has been done previously by the tribe, what is being planned by the tribe, and how

this grant proposal will further implement those plans).

- **Documentation techniques and methods.** How many interviews will be planned, where will they take place (context and background of interview may be crucial to telling a story) and over what period of time. Explain what experience the project personnel have performing this type of work, and/or the type of training the project personnel will receive to adequately perform the tasks of the project. Do not forget to incorporate the task of transcribing the interviews.
  - **Equipment and Supplies.** List the equipment, if needed, that will be used to record or document your resource. Explain what medium you will be using and the equipment you already have access to or will need to purchase with grant funds (be as specific as possible to help reviewers evaluate your ability to complete the project). For example, will you be using audiocassette tapes, digital audiotapes (DAT), or reel-to-reel tapes?
  - **Storage, use, and access to the collected materials.** Will the raw material be developed or edited into finished products such as instructional tapes, documentaries, or museum exhibits? Where will the raw materials (unedited work, research materials such as photos, etc), and the final products, including the transcripts be stored? How will you protect the photographs, videotapes, and audio recordings that you make? Will you need to control access to these materials? Will you preserve these materials by making duplicate copies of all original recordings? Have you provided for the transcription of interviews?
5. **Education and Training for Building a Historic Preservation Program.** One way to preserve significant cultural properties and sites is to build and sustain a historic preservation or cultural resource preservation program on the reservation. Many training and skills-building activities that support such a goal are eligible activities under this category. These include training council members or culture committee members, or permanent tribal staff in preservation practices, laws and regulations (such as Section 106), land-use planning, survey methods, Global Positioning Satellite (GPS) and Geographic Information Systems (GIS), database management, or curation and collections management. **Salary and fringe benefits are not allowable costs under this category (also see Section III.9. below).**

### III. What We Do Not Fund

The following are not eligible under the HPF grant program:

1. **General Language Projects.** Language curriculum projects including dictionaries, orthographies, and general language curriculum development. (The Administration for Native Americans offers a grant program that funds language projects through the Native American Language Act of 1992. For more information, contact the Administration for Native Americans, Mail Stop Aerospace Center, 8<sup>th</sup> Floor West, 370 L'Enfant Promenade, Washington, DC 20447 (Attention- ANA Help Desk); or telephone 1-877-922-9262 or (202) 690-7776; fax (202) 690-7441; e-mail [ana@acf.dhhs.gov](mailto:ana@acf.dhhs.gov); or visit their website at <http://www.acf.dhhs.gov/programs/ana/>)
2. **NAGPRA Projects.** Projects carrying out the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA). Requests for support of these activities should be directed to: National NAGPRA, National Park Service, 1849 C Street, NW, (2253), Washington, DC 20240; or telephone (202) 354-2207; fax (202) 371-5197; e-mail [NAGPRA\\_grants@nps.gov](mailto:NAGPRA_grants@nps.gov); or visit their website – <http://www.cr.nps.gov/nagpra/>.
3. **Project mitigation work pursuant to Section 106.**
4. **Non-Federally Recognized Tribes.** Applications from tribes that are not Federally recognized.
5. **Projects without a Tribal Resolution Included.** Applications not accompanied by a tribal resolution supporting the HPF project.

5. **Indirect Costs above 25%.** Indirect Cost Rates that result in charges above 25% of the total grant award. See explanation in **Section V. Budget Description Instructions**, below.
6. **Repair Grants for Properties not listed on the National Register of Historic Places.** See Category 2.B.
7. **Moving Historic Structures.** Costs of moving a historic structure are not eligible for tribal grant assistance. Moving a historic structure often can cause it to be removed from the National Register of Historic Places, and only structures listed on the National Register of Historic Places are eligible for grant assistance to repair and preserve them.
9. **Salaries are not an Eligible Cost for a Training Grant.** While travel costs and training course fees are eligible for a Category 5 grant, costs of salaries and fringe benefits are not eligible. **Applications under Category 5 containing salary costs will not be reviewed.**
10. **Delinquent Grants.** Tribes or Alaskan Native or Native Hawaiian groups that have previously received a Historic Preservation Fund grant, but whose grant expired without successfully completing major elements of the proposed work, or without meeting the conditions of the grant award, will not be considered for funding in FY 2004. If you have any questions about the eligibility of your tribe or organization, please contact Bob Ruff at (202) 354-2068.

#### **IV. Selection Criteria**

The following criteria will be used by NPS to rank your proposal and must be clearly addressed in your application.

1. **Need for Project.** How does this project address a critical cultural or historic preservation issue for the tribe?
2. **Workplan.** Are the project objectives, activities, and desired results (products) well-designed, thought through and achievable?
3. **Project Personnel.** Will the project be carried out by qualified people? Your proposal should include a brief description of project personnel, including their resumes or position descriptions. Lengthy vitae and/or lists of publications are not necessary. If a project director has not yet been selected, indicate the type of skills, abilities, and experience that will be sought.
4. **Budget.** Is the tribe providing any funding of the direct project costs? Is the tribe providing any in-kind contributions? If contributions are being provided, they should be shown in the submitted budget. Are all budget items justified as being necessary and explained in the narrative description?
5. **Commitment.** Is there demonstrable commitment to this project by the tribe? (Is the tribe donating any funds, staff time, office facilities, foregoing indirect costs, etc.)
6. **Benefit of the Project.** What is the lasting impact on and benefit to the tribe if this project is successfully completed?

#### **V. Budget Description Instructions**

All costs supported by this grant must be listed in the categories below (these match the categories that are found on the budget form in the application). Remember to justify your purchase of items that are not obviously necessary to complete the project as a narrative with the budget.

**Personnel.** List each person to be paid directly by this grant. List each by title and salary and the amount of time they will work on the project. Show how you calculated the personnel costs. (Do not include contractors or subgrantees here—they have their own line item under Consultant Fees.)

Example:

Project Director @ \$25,000/year X 20% time X 18 months	\$ 7,500
Audio Technician @ \$8.00/hour X 20 hours	\$ 160
Financial Manager @ \$20,000/year X 10% time X 18 months	<u>\$ 3,000</u>
Total Personnel Costs	\$10,660

**Fringe Benefits.** Indicate the type of benefit and total (if any), if charged as a direct cost.

Example:

Group Health Insurance @ \$25/month/person X 3 persons X 18 months	\$ 1,350
Retirement Plan	<u>\$ 2,000</u>
Total Fringe Benefits	\$ 3,350

**Consultant Fees.** Hourly consultant rates are limited and must be reasonable and appropriate to the services being provided. Professional consultants as well as stipends for elders participating in projects should be included in this category.

Example:

Stipend to Elder for Oral History Interview	\$ 200
Archeological Consulting Firm (fixed fee contract)	<u>\$10,000</u>
Total Consultant/Contractual Services	\$10,200

**Travel.** List travel, lodging, and subsistence costs for employees and consultants paid by this grant. Itemize by destination. Travel expenses must not exceed rates established by the Federal Government and are limited to standard coach or economy rates. The standard or minimum per diem is \$55.00 for lodging and \$30.00 meals. Mileage rates are limited to 36 cents per mile for vehicles.

Example:

Round-trip airfare from Phoenix to Spokane @ \$343 X 2 persons	\$ 686
Lodging in Las Vegas @ \$79/Day X 2 persons X 5 Days	\$ 790
Per Diem in Las Vegas @ \$43/day X 2 persons X 5 days	<u>\$ 430</u>
Total Travel Costs	\$ 1,906

**Supplies, Materials, and Communication Services.** Any supplies or materials to be purchased with grant funds must be listed in this category. This includes services such as photocopying; telephone, fax, and other office supply costs that will be incurred during the grant period.

Example:

Photocopying 200 copies of Cultural Resource Management Plan @ \$2.00/copy	\$ 400
Telephone @ \$50/month for 18 months	\$ 900
36 DAT audio tapes @ \$10/tape	<u>\$ 360</u>
Total Supplies and Materials	\$1,660

**Equipment.** List each item of equipment to be purchased or rented. Grant funds may only be used to purchase or lease equipment that is **directly** necessary to accomplish the objectives of the project and when similar equipment is not readily accessible to you.

Example:

DAT Audio Recorder	\$ 650
Purchase computer for development of archeological sites database	<u>\$ 3,000</u>
Total Equipment Costs	\$ 3,650

**Indirect Costs.** Because of the provisions of Section 102 (e) of the National Historic Preservation Act and limited funding for this program, indirect costs charged to the grant may not exceed 25% of the total grant award. To claim indirect costs, you must have an approved indirect cost rate, which identifies the

percentage, basis, and total amount. Enclose a copy of the most recent approved Indirect Cost Rate Agreement signed by the cognizant Federal approving agency. If your tribe's negotiated indirect cost rate results in charges above 25% of the total grant you may still apply for a grant, but your tribe must donate the costs over 25%.

**Total Project Costs.** The total of all budget items listed above equals the total project request. Be sure to double check all your mathematical calculations, and enter this amount in item #5 on the first page of your Application Form. Indirect Costs are not added to the amount awarded; they must be included as part of the grant application. The maximum grant award is \$50,000, except for Category 2.B.

## **VI. Administrative Requirements**

**Previously Submitted Applications and Submitting Multiple Applications.** Because of limited funding, many highly rated projects were not funded in prior years. These may be resubmitted by using this year's Application Form enclosed in this package--do not send a previous year's application form.

You may submit applications for more than one project. However, a separate and complete application package must be submitted for each project. Due to limited funding and the large number of applications received, it is unlikely that any tribe will be awarded more than one project grant. Over the past 10 years, less than 20% of the applications received have been funded.

**Grant Period.** Projects should be designed so that they can be completed within 18 months of receiving the award. Applications should be realistic in the time needed to accomplish the proposed objectives. Funded projects could begin work in **July 2004**, if the tribe promptly signs and returns the grant agreement sent by NPS.

**Matching or Cost-Sharing Contributions.** Matching share is not required. However, proposals that demonstrate such support and commitment by the tribe or from other sources in the form of cash match or in-kind donations to defray **direct project costs** will receive extra consideration in the grant review process. See **Section V. Selection Criteria** discussed above.

**Grant Administration Requirements.** Grants will be administered by the National Park Service in accordance with 43 CFR 12, Subpart C, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments (OMB Circular A-102), and with the Cost Principles for State and Local Governments (OMB Circular A-87). Grantees will be required to complete all applicable financial forms. OMB Circulars can be downloaded from [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

**Application Review.** Applications are reviewed by a panel with expertise in the applicable areas of proposals being reviewed. The National Park Service forwards recommendations for funding to the Secretary of the Interior, whose decision is final. Final funding decisions will be made in June 2004. All applicants will be notified in writing of the final outcome of their application by early July.

**Electronic Versions of the Grant Application.** A copy of the FY 2004 HPF Grant Application is available in Word, WordPerfect, and text file formats. To obtain a copy, download it from the Tribal Preservation Program's Web Page at <http://www2.cr.nps.gov/tribal/index.htm> or via e-mail at [tribalgrant2001@nps.gov](mailto:tribalgrant2001@nps.gov) (the e-mail address remains the same as last year)

**Submitting Your Application.** **All application packages must received by 5 P.M. Eastern Standard Time, March 17, 2004.** Packages received later than March 17, 2004, will not be processed and will be returned to their sender without further review by NPS.

A complete application consists of the following.

1. **Application.** One (1) original and three (3) copies of the signed grant application.
2. **Tribal Resolution.** A tribal resolution specifically supporting this application.

**3. Resumes/Position Description.** Brief resumes and/or position descriptions for project personnel (if applicable).

**4. Indirect Cost Rate.** A copy of your tribe's most recently approved indirect cost rate if charging indirect costs as part of the proposed budget.

Application packages must be mailed to one of the following two addresses:

For all U.S. Postal Service Mail (this includes U.S. Priority or Express Mail):

National Park Service

Attention: HPF Grants to Indian Tribes, Alaskan Natives, and Native Hawaiian Organizations

Heritage Preservation Services

1849 C Street, NW (2255)

Washington, DC 20240-0001

**OR**

For private **Overnight mail or Courier Service ONLY** (i.e., Federal Express, DHL, UPS, etc.):

Bob Ruff

Tribal Preservation Program

National Park Service

Heritage Preservation Services

1201 Eye Street, NW (6<sup>th</sup> Floor)

Washington, DC 20005-5905

The Tribal Preservation Program will accept hand-delivered applications between 8:00 a.m. and 5:00 p.m. (EST) daily, except Saturdays, Sundays, and Federal holidays. Applications must be delivered to 1201 Eye Street, NW, 6<sup>th</sup> Floor. Leaving it with the building guard at the lobby's front desk does not guarantee delivery to our office.

**Applications Submitted by Fax or E-Mail.** Application packages sent by E-Mail or over fax machines will not be considered.

**Ineligible Applications.** Incomplete applications will not be considered for review. **Your application must arrive in our office by 5 PM Eastern Standard Time, Wednesday, March 17, 2004 to be considered eligible.**

**Applications Must be Received by NPS by 5 PM Eastern Standard Time, March 17, 2004**